



# AKRON ENGINEERING BUREAU CONSULTANT EVALUATION FORM

*INSTRUCTIONS: Form is to be filled out during the project.  
Do not wait until construction is completed!*

Project Name \_\_\_\_\_  
 Project Description (limits) \_\_\_\_\_  
 AEB Representative (Print) \_\_\_\_\_ Consultant Name \_\_\_\_\_  
 Consultant Project Manager \_\_\_\_\_  
 Original Consultant Agreement Amount \$ \_\_\_\_\_ CIP Budget \$ \_\_\_\_\_  
 Total Contract Amount (Original & Supplements) \_\_\_\_\_ No. of Supplements \_\_\_\_\_  
 Construction Cost \$ \_\_\_\_\_ (Engineer's Estimate)  
 Start Date (Consultant Selected) \_\_\_\_\_ Scheduled Design Completion Date \_\_\_\_\_  
 Date of Approved Proposal \_\_\_\_\_ Actual Design Completion Date \_\_\_\_\_  
 Authorization to Proceed \_\_\_\_\_

## CONSULTANT AGREEMENT PROCESS

1. Did the proposal process flow smoothly towards a signed Consultant Agreement? ☐ Yes ☐ No  
 If no, please explain. \_\_\_\_\_
2. Did the proposal cover all items in the scope of service, and was it submitted properly and complete including proper number of copies, workers' compensation forms, insurance certificates, and other documents, on the first submittal? ☐ Yes ☐ No  
 If no, please explain. \_\_\_\_\_
3. Did negotiations go smoothly between the Consultant and the City's PM? ☐ Yes ☐ No  
 If no, please explain. \_\_\_\_\_
4. Was the Consultant Agreement processing time reasonable? ☐ Yes ☐ No  
 If no, why? \_\_\_\_\_

Please rate the Consultant's performance for this section: 1 – Poor; 2 – below average; 3 – average; 4 – above average; 5 – excellent. (Supporting information for ratings 1 or 2 must be attached.)

## CONSULTANT'S PROJECT MANAGER (CPM)

5. Did the same CPM manage the project for the duration of the project? ☐ Yes ☐ No  
 If there was a change in CPM, was there a smooth transition between CPM's? ☐ Yes ☐ No  
 If no, please explain. \_\_\_\_\_
6. Were there any key personnel that changed during the design of the project? ☐ Yes ☐ No  
 If there was a change in key personnel, was there a smooth transition of project data? ☐ Yes ☐ No  
 If no, please explain. \_\_\_\_\_
7. How long did it generally take for the CPM to return a phone call, e-mail, or request throughout the project?  
 (Example: Quickly, Reasonable, Moderate, Slow, Sometimes Forgets, Never)

8. Did the CPM adequately supervise and staff the project? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

9. Did the CPM adequately supervise and schedule any sub-consultants? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

10. Did the CPM QA/QC the plans, estimate, specifications and other related plan items prior to submitting to the City? ☐ Yes ☐ No Was the QA/QC effective? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

Please rate the Consultant's performance for this section: 1 – Poor; 2 – below average; 3 – average; 4 – above average; 5 – excellent. (Supporting information for ratings 1 or 2 must be attached.)

### SCHEDULE

11. Did the Consultant meet the project schedule? (Scope changes are acceptable adjustments to schedules.)

☐ Yes ☐ No

If no, please explain \_\_\_\_\_

12. Were major milestones met? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

13. Were intermediate dates met? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

Please rate the Consultant's performance for this section: 1 – Poor; 2 – below average; 3 – average; 4 – above average; 5 – excellent. (Supporting information for ratings 1 or 2 must be attached.)

### ESTIMATE

14. Did the Consultant provide the original project estimate? ☐ Yes ☐ No

15. Any significant changes to the project estimate as a result of the Consultant's estimating? ☐ Yes ☐ No

What was the difference in cost? \_\_\_\_\_

16. Explain the impact of the difference \_\_\_\_\_

Please rate the Consultant's performance for this section: 1 – Poor; 2 – below average; 3 – average; 4 – above average; 5 – excellent. (Supporting information for ratings 1 or 2 must be attached.)

### PLANS

17. How well did the plans conform to the scope during the first review?

18. How well did the Consultant handle problems during the development of the plans?

19. Did the Consultant follow the proper design format as specified in the consultant scope? ☐ Yes ☐ No

If no, explain the difference. \_\_\_\_\_

20. Did the Consultant properly handle all of the comments during the disposition phase after the review to resolve all the comments received the first time? \_\_\_\_Yes \_\_\_\_No  
If no, please explain. \_\_\_\_\_

Please rate the Consultant's performance for this section: 1 – Poor; 2 – below average; 3 – average; 4 – above average; 5 – excellent. (Supporting information for ratings 1 or 2 must be attached.)

**CONSTRUCTION SERVICES (to be completed by the AEB Construction Coordinator)**

21. Were services during construction performed in a timely and conscientious manner? (Shop drawing review, plan interpretation, problem resolution) \_\_\_\_Yes \_\_\_\_No  
If no, please explain \_\_\_\_\_

22. Did the Consultant provide good engineering judgment when asked about a situation or problem during construction? \_\_\_\_Yes \_\_\_\_No  
If no, please explain \_\_\_\_\_

23. Did the Consultant complete as-built drawings/files in a timely fashion? \_\_\_\_Yes \_\_\_\_No  
If no, please explain \_\_\_\_\_

24. Were the plans prepared so that the quality, accuracy & completeness provided a buildable product? \_\_\_\_Yes \_\_\_\_No  
If no, please explain \_\_\_\_\_

Please rate the Consultant's performance for this section: 1 – Poor; 2 – below average; 3 – average; 4 – above average; 5 – excellent. (Supporting information for ratings 1 or 2 must be attached.)

Prepared by: \_\_\_\_\_  
Construction Coordinator

**ADDITIONAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_  
AEB Project Manager

\_\_\_\_\_  
DATE

Signed: \_\_\_\_\_

Approved: \_\_\_\_\_  
Division Manager

c: D. Celik  
Design or Environmental Division Manager  
Construction Division Manager  
K. Kostura  
AEB Project Manager  
Construction Coordinator

Consultant Project Manager \_\_\_\_\_  
Consultant Marketing Executive \_\_\_\_\_  
L. Fallon  
File \_\_\_\_\_  
Consultant Evaluation File